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PREPARATION OF UNIFORM TYPEWRITTEN REPORTS--A MANUAL OF STYLE FOR CUYAHOGA COMMUNITY COLLEGE.

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THIS TYPIST'S GUIDE INCLUDES INSTRUCTION ON THE PREPARATION OF A REPORT (TITLE PAGE, TABLES OF CONTENTS, TABLES, FIGURES, SUMMARY, ETC.), SPACING AND CAPITALIZATION OF HEADINGS AND MARGINS, PAGING, PARAGRAPHS, CITATIONS, FOOTNOTES, ABBREVIATIONS, SYMBOLS, ELLIPSES, BIBLIOGRAPHIES, APPENDIXES, AND OTHER ITEMS OF FORMAT OR USAGE. THE RULES ARE PRESENTED WITH EXAMPLES OR SAMPLE PAGES AS APPROPRIATE. (HH)

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PREPARATION OF UNIFORM TYPEWRITTEN REPORTS

A MANUAL OF STYLE FOR CUYAHOGA COMMUNITY COLLEGE

Office of Planning and Development

J. Philip Dalby, Dean

Helen Louise Zoldak, Secretary

TC 680 2355

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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PREPARATION OF UNIFORM TYPEWRITTEN REPORTS

A Manual of Style for Cuyahoga Community College

Office of Planning and Development
J. Philip Dalby, Dean

Helen Louise Zoldak
Secretary to the Dean

July 1966

FOREWORD

This manual is intended for use by secretarial and clerical personnel who are responsible for typing reports to be distributed by the college to institutions, organizations, and/or persons that are not part of the college district or campus organization. The instructions as set forth here are to be followed in the typing of all such reports to insure a common standard for style and format. The manual has been organized in a manner convenient for use by a typist and covers all conditions for which standards have been established.

Typists for departments preparing reports for intradistrict use may also find this manual useful as a reference guide.

ACKNOWLEDGMENTS

The assistance of college administrative and faculty personnel in the preparation of this manual is sincerely acknowledged. We wish to recognize especially Associate Professor Lovid Owens, Coordinator of Secretarial Science, Associate Professor James E. Belton of the English Department and Mrs. Angela D. Hergenroeder, Associate Professor of English.

H. L. Z.

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I - PREPARATION OF THE PRELIMINARIES OF A REPORT

I - PREPARATION OF THE PRELIMINARIES OF A REPORT

This section includes instructions describing the preparation of the first or preliminary part of a report. The preliminaries are usually composed of all sections which precede the introduction and main body.

If desired, for interest or ease of recognition, sections or chapters may be introduced with a single page containing only the name of the section or chapter (see page one of the report). If so; however, the section or chapter heading must be repeated at the beginning of the narrative as shown above.

Explanation of Title Page

The title page should include the title of the report, the name of the college, the department of the college, the name of the writer and the date. Begin typing the title two inches from the top of the page in capital letters, and if the title is longer than one line, it should be arranged in inverted pyramid style. If both a short and long title are given, only the short title should appear on the top line. The long title should then be arranged in inverted pyramid style. No closing punctuation should be used. Other items on the title page should be in initial capitals. The date should be centered at the bottom of the page leaving suitable margin to maintain proper balance of overall placement.

No page number appears on the title page. It is assumed the number is i; however, it is not to be shown.

[Sample - Title Page]

PROGRAM OF EDUCATIONAL REQUIREMENTS FOR THE METROPOLITAN CAMPUS OF CUYAHOGA COMMUNITY COLLEGE

A Report to the Board of Trustees
Cuyahoga Community College District

By

J. Philip Dalby
Dean, Planning and Development

July 1966

Explanation of Preface and Acknowledgments

A preface should not be confused with an introduction. Included in the preface are such matters as the writer's reasons for making the study, its scope and purpose, the aids afforded him in the process of the research and writing by institutions and persons. If the writer thinks he has nothing significant to say about the study that is not covered in the main body of the paper and wishes only to acknowledge the assistance of various kinds he has received, the heading to be used would be ACKNOWLEDGMENTS rather than PREFACE for this section.

The heading is typed in capital letters throughout and is centered at least two inches below the top of the page--more if the text is short. The entire text should be approximately centered upon the sheet. Material on these pages should be double-spaced.

A foreword serves the same purpose as a preface. If the author prefers to use a foreword, the heading would be centered in all caps allowing a two-inch margin at the top of the page. The author's initials should appear at the right-hand margin three spaces below the last line of typing.

[Sample]

ACKNOWLEDGMENTS

We gratefully acknowledge the assistance of Dr. Alice Thurston, Director of Counseling, Mrs. Evelyn Rusk and Mr. John Tsolainos, Counselors, Mr. James Lorion, Director of Admissions, and Dr. Donald Swank, Dean of Student Personnel. We are specially indebted to Mrs. Richard Burton for her skill and patience in typing this report.

L. E. F.

Explanation of Table of Contents

The heading TABLE OF CONTENTS is typed in capital letters throughout and centered at least two inches from the top of the sheet. Whether the heading should be dropped more than two inches depends upon the length of the table. The entire body of typewritten matter should be centered upon the page; that is, the blank space above and below the typing should be approximately equal--always allowing, however, no less than two inches at the top of the page. Leave two spaces from the heading and type the word Page with the letter e ending flush with the right-hand margin. The first line of entry should begin at the left-hand margin two spaces below the word Page.

The table of contents shows the chapter numbers in capital Roman numerals, and the chapter headings in capital letters throughout, with a line of spaced periods (i.e., leaders), which run from the last letter of the heading to the page number. (Allow four blank spaces preceding the page numbers.)
The word Chapter in small letters is typed above the column of chapter numbers, and the word Page above the column of page numbers. Chapter numbers should be typed in Roman numerals and aligned on the right-hand digit. Page numbers should be typed in Arabic numerals and aligned on the right-hand digit.

Subheadings should be indented five spaces from the chapter number. Double spaces should be used preceding and following chapter headings. Other entries should be single-spaced. If an entry requires more than one line, the succeeding lines should be single-spaced and indented two spaces under the first line of entry.

If the table of contents is more than a page long, the headings should be carried to the second page. Allow a two inch margin from the top of the

page for the centered heading in all caps **TABLE OF CONTENTS**, then allow two spaces and type the word Page at the right-hand margin with the letter e ending flush with the margin. The word Chapter is typed on the same line at the left-hand margin. Allow two spaces and begin typing the entries. If the entry is a continuation of a subtitle, indicate this; for example:

Proper Form for Footnotes continued.

The word **BIBLIOGRAPHY** should follow the last chapter entry and should be aligned with the word Chapter above. If there is only one appendix, the word APPENDIX should be aligned with the word Chapter and followed by a colon and the appendix title placed on the same line. If there are several appendices, the word APPENDIX should be inserted in the relative position of Chapter and the letters A, B, etc., should appear in the relative position of chapter numbers.

Chapter titles and all subtitles should correspond exactly with those appearing in the body of the paper.

If an Index is to be included in the report, it should appear as the last entry in the table of contents and be typed in all capitals and aligned under the word APPENDIX.

[Sample]

TABLE OF CONTENTS

	Page
PREFACE	iii
LIST OF TABLES	vii
LIST OF FIGURES	xii
Chapter	
I INTRODUCTION	1
Introduction to the Problem	1
The Problem	1
Procedures	3
II THE LEGAL INFLUENCE ON THE PUBLIC SCHOOL CURRICULUM	5
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Explanation of List of Tables

The arrangement and position of the heading LIST OF TABLES should be the same as for the table of contents. The list of tables shows the table numbers in Arabic numerals and the titles in capital and small letters (i.e., initial capitals, rather than all capital letters) are used on all important words. Spell out the important words, which are nouns, pronouns, adjectives, (but not articles), adverbs, prepositions (five letters or more). Use period leaders extending from the last letter of the title (allowing a space between each period) to four spaces preceding the page number. The word Table in small letters is typed above the column of table numbers, and the word Page above the column of page numbers. Each list should start on a new page, unless there are only one or two items in each. In this instance, the two lists may be placed on the same page.

Allow a two-inch margin from the top of the page to the title. Leave two spaces and type the word Page with the letter e ending flush with the right-hand margin. Arabic numerals are used for numbering both the items and the page numbers. Indentation is shown on the sample page of LIST OF TABLES on the following page. The words Table and Page are typed on the same line.

[Sample]

LIST OF TABLES

Table		Page
1.	Summary of the Number of Legal Curriculum Prescriptions on the Basis of Whether They are Mandatory, Mandatory with Time Requirement, Permissive, or Forbidden, 1903-1923.	12
2.	Summary of the Number of Legal Curriculum Prescriptions on the Basis of Whether They are Mandatory, Mandatory with Time Requirement, Permissive, or Forbidden, 1924-1940.	13
3.	Comparison of the Number of Curriculum Prescriptions in Force in 1903, 1913, and 1923 Found in Flanders' Study for the Public Elementary Schools of the United States with Those Found in Shaner's Study in Force in 1924, 1932, and 1940	15
4.	Requirements for Graduation and Program Studies Standards of Four Regional Associations.	52
5.	Changes in Subjects in Northwest High Schools.	63
6.	Changes in Four Items Related to the Curriculum.	113

Explanation of Arrangement of Tables

Tables should be placed as near to their citation in the text as possible. A table over a page in length should be begun immediately after its first mention, since it will have to be divided in any case. Tables too wide to be accommodated on the $8\frac{1}{2}$ x 11 inch page may be arranged on two facing pages or typed on two pages pasted together and then reduced by a photographic process, which can be done by our Production Lab. Leave at least a one-inch margin for the heading TABLE.

Long tables may be continued from page to page. The table number and the caption are typed at the beginning of the table; the table number only on succeeding pages, i.e., TABLE 7--Continued. For this type of arrangment, the box headings are repeated on each page.

Center the word TABLE in capital letters on a line by itself, with the number in Arabic numerals. Center the caption, also in capital letters, on the second space below the table number. If the caption is longer than the table is wide, set it in two or more lines arranging in inverted-pyramid form and using double spacing between the lines. Single-space before beginning the first rule above the box headings. The table should not exceed the margin of the page. Three spaces should be left above and three below (i.e., typing should begin on the third space below) tables inserted into the text. Center all headings above the columns, leaving the same amount of space above and below and also at either end of the longest line of the individual headings. Single-space all the box headings. Typing of the main body of the tables may be either single-space or double-space or space and one-half, and it need not be the same for all.

Two-column tables should be left completely unruled. In general, all tables of more than two columns should be ruled. Put a double rule at the top and a vertical double rule between sections of a table that is doubled. Normally, no other double rules should be used. As has been said, a blank space should be l[illegible]c on all sides of box headings. It is never permissible to begin a heading on the line immediately below a rule, or to rule immediately under a heading (thus giving the effect of underlining of the words). The rule above the figures for totals, means, and averages should not be extended through the stub (left-hand vertical line). In a table continued from page to page, the bottom rule should be omitted on all pages except the last.

A sample of a two-column table follows:

TABLE 1

DISTRIBUTION OF INTERVIEW SCORES

Range and Scores	Frequency
79-75	1
74-70	2
69-65	6
64-60	5
59-55	16
54-50	10
49-45	3
44-40	5
39-35	2

[Sample]

TABLE 2

CASES FILED, TERMINATED, AND PENDING IN THE COURT OF APPEALS FOR THE THIRD CIRCUIT, FISCAL YEARS 1940-1949, INCLUSIVE

Fiscal Year	Commenced	Terminated	Pending	Fiscal Year	Commenced	Terminated	Pending
1940	322	360	170	1945	299	268	226
1941	285	350	102	1946	197	274	149
1942	292	222	172	1947	266	216	199
1943	353	302	223	1948	287	250	236
1944	276	304	195	1949 (1st half)	128	113	251

TABLE 6

CLEVELAND FIRMS EMPLOYING PART-TIME CORRESPONDENCE CONSULTANT

Number of Letters Written Per Month	Number of Firms	Firms Employing Consultant	
		Number	Per Cent
1 - 99	13	0	0.0
100 - 499	41	0	.0
500 - 999	16	0	.0
1000 - 4999	20	2	1.8
5000 and over	11	1	.9
No data on number of letters	8	0	.0
Total	109	3	2.7

Explanation of List of Figures

The arrangement and position of the heading LIST OF FIGURES should be the same as for the table of contents. The titles are typed exactly as they are shown on the figures in the body of the report, using a capital letter only on the first letter of the first word of each entry. Each list should start on a new page, unless there are only one or two items. In this instance, two short lists can be placed on the same page. If there are a short list of figures and a short list of charts, the two can be placed on the same page.

Allow a two-inch margin at the top of the page for the centered heading LIST OF FIGURES. Leave two spaces and type the word Page with the letter e ending flush with the right-hand margin. The word Figure is to appear flush with the left-hand margin, which has been established at $1\frac{1}{2}$ inches to allow for binding. Arabic numerals are used for numbering both the items and the page numbers. Spaced periods extend from the last written line of each item to the word Page. If an item is more than one line in length, indent two spaces from the preceding line to complete the description, using single spacing. The words Figure and Page are to be typed on the same line.

[Sample]

LIST OF FIGURES

Figure		Page
1.	Relationship of number of letters written per month to incidence of letter-cost studies.	7
2.	Relationship of number of letters written per month to use of a special staff of correspondents.	10
3.	Relationship of number of letters written per month to use of correspondence specialist	13
4.	Relationship of number of letters written per month to employment of part-time correspondence consultant.	15
5.	Relationship of number of letters written per month to use of a class instruction program.	17
6.	Relationship of number of letters written per month to use of correspondence literature	19

Explanation of Arrangement of Figures

Bond graph paper ($8\frac{1}{2}$ x 11 inches) should be used for graphs and charts. If such paper is not available, use paper of the same grade and size as used in the rest of the report. If possible, illustrations should be on paper of the same weight, color, and texture throughout the report.

Illustrative materials should be as near the related discussion as possible. The material may be on the same page with the first reference. In no instance is it permissible to insert it after the text has been numbered nor to place it at the end of the report.

Number all types of illustrations consecutively, using Arabic figures preceded by the word Figure. In longer works or in those including numerous and various illustrations, more than one category of numeration may be desirable.

Margins of $1\frac{1}{2}$ inches on the left and one inch on the other three sides should be allowed on a page of illustrative material. Material larger than page size may be folded; but, in such cases, a margin of $1\frac{1}{2}$ inches must be left for binding. The page number should be in the same position on each page of the report. If material is too large to be accommodated by either of the methods mentioned, it should be reduced to page size by some photographic process. The figure should not exceed the margin of the page.

The legend for a numbered figure should appear on the second line below the illustration, preceded by the figure number. For example:

1. Where the legend takes up one line or less, it should be centered below the illustration. No period follows the legend.

   Figure 1. Grain Shipments from Kansas City, Missouri, 1910-50

2. A legend of more than one line should appear below the illustration in regular paragraph form, ending with a period.

Figure 6. Boundaries of maximum actual distribution of New York potatoes and minimum actual distribution of Michigan potatoes during the four-year period 1947-48 to 1950-51.

On a bar chart (see p. 18) bars should differ only in length. Width should be the same. Leave space between each bar, usually one half the width of the bars. Rank the bars in order of magnitude.

Captions should be placed above such illustrative materials as maps and charts, whether these are numbered or not. Such captions should be centered, double-spaced above the map or chart, and typed either in capitals throughout or in capitals and lower case letters.

[Sample]

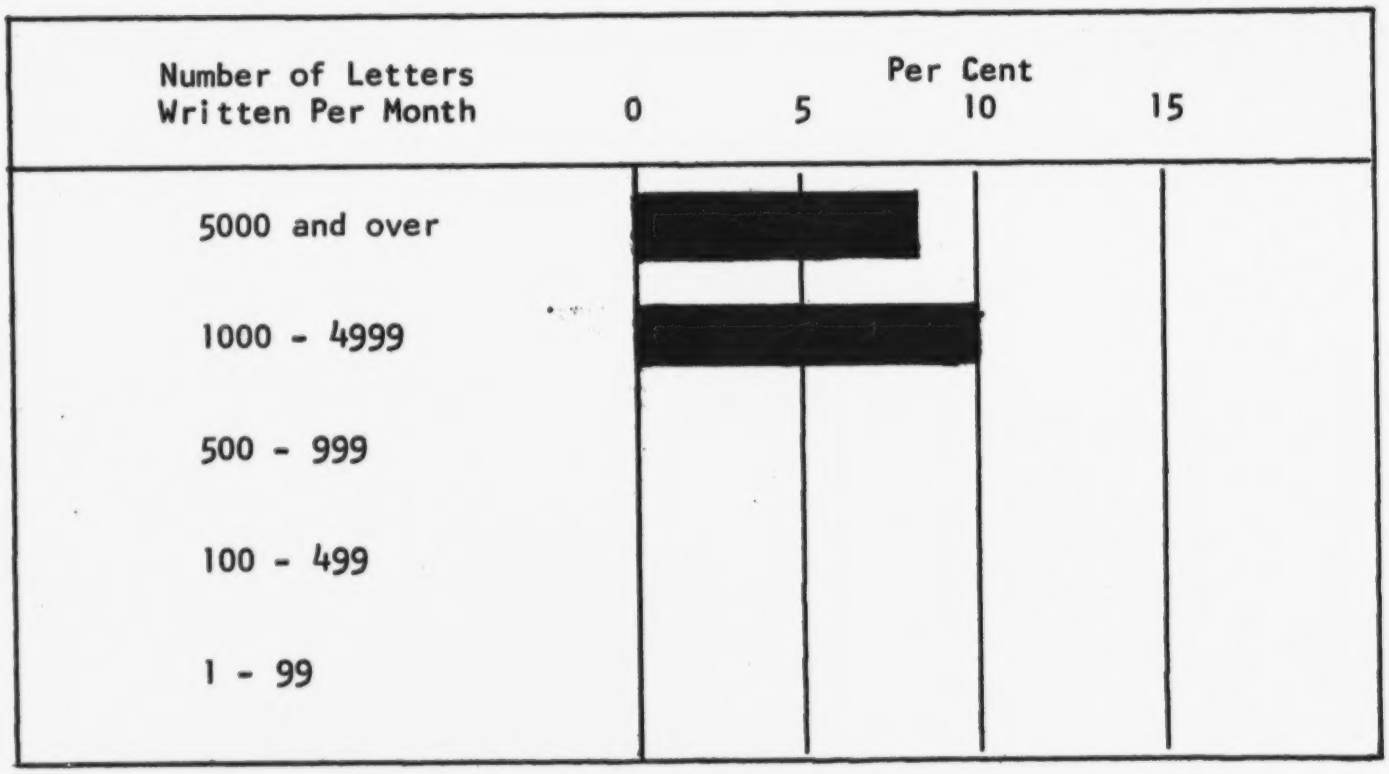

Figure 4. Relationship of number of letters written per month to employment of part-time correspondence consultant.

Explanation of Summary

The summary is intended to give the reader a quick overview of the complete report. Summaries will vary in content, depending upon the type of report; but each is a condensation of the whole report.

A separate summary is more effective if it is kept to one page. In short reports the summary may be a paragraph at the beginning of the report itself. If brief summaries are made of each section of the report, these summaries should be put together in one place after the report is completed. It is not necessary to include all details of the brief summaries from each section in the full report summary. The main ideas should be included, but minor points should not be overemphasized. The final summary should be a direct and concise presentation of the essence of the section summaries.

On a separate summary, allow a two-inch margin at the top of the page. Begin typing on the third line below the heading, using double-spacing for text unless single-spacing is necessary for listing items, tabulation, quotation inserts, etc., which would obviously require single-spacing. The sample given is only one of several styles which could be used. The author of a report will decide on the style of the summary, depending upon the material contained in his report.

The summary should not be considered part of the text, and is usually placed in the preliminary section of the report. (See page 25.)

[Sample]

SUMMARY OF FINDINGS

A mail questionnaire and personal interviews were used to gather data on the correspondence instruction and control practices of 109 firms in the Los Angeles area. The following report presents an analysis of the data from responding firms classified by the number of letters written monthly.

Two significant facts were brought out by the survey. First, despite talk of correspondence instruction and control practices in published articles, there is a definite lack of the use of the practices by firms represented in this survey. Second, firms utilizing correspondence controls to the greatest extent were generally those writing the largest number of letters monthly.

Following are the principal findings:

1. Of the firms responding, only 4.6 percent had made letter cost studies.

2. Ten of the firms (9 percent) used the "spot checking" method to control correspondence.

3. Correspondence specialists were employed by 13 of the firms (12 percent). This number includes both correspondence specialists and part-time consultants.

4. Ten of the firms (9 percent) used class instruction programs to improve letter writing techniques.

5. Literature on correspondence was provided by 57 of the responding firms (52.3 percent).

6. Letter-writing manuals were used as a correspondence improvement device by 15 of the firms (13.7 percent).

II - PREPARATION OF THE BODY OF A REPORT

II - PREPARATION OF THE BODY OF A REPORT

The main body of the report is divided into chapters, sections, topics, or parts. The one selected should be used consistently whenever a reference is made to such division. The first of these is ordinarily an introduction, followed by chapter, section, or topic headings.

Explanation of Introduction

The introduction is the first major division of the text. If it is short, the writer may prefer to head it simply INTRODUCTION and reserve the more formal chapter headings for the longer sections of which the main body of the paper is composed. If a separate page is used for the Introduction, allow a two-inch margin from the top of the page and center the word INTRODUCTION in all caps. Begin typing on the third line below the heading, using double-spacing and allowing a five space indentation for paragraphs.

The first page of the Introduction is page 1 (Arabic numeral) of the paper. This number is understood, but not typed.

[Sample]

INTRODUCTION

Normally a report is made up of three main parts: the preliminaries, the text, and the reference matter. In a long report each of these main parts may consist of several sections (see below); but in a short report there may be nothing more than a title page and text, the latter with or without subheadings, tables, and illustrations, as the topic and treatment may require. The inclusion of a table or two, an illustration or two, does not automatically call for a list of tables and list of illustrations. These are matters, however, that must be left to the good sense of the writer, who should know best what arrangements are suitable for his particular piece of work.

The order of the following outline, regardless of the parts that may be omitted, must be observed.

1. The <u>preliminaries,</u> composed of
   (a) Title page (followed by a blank page)
   (b) Preface, including acknowledgments; or acknowledgments alone
   (c) Table of contents
   (d) List of tables
   (e) List of illustrations

2. The <u>text,</u> composed of
   (a) Introduction
   (b) Main body of the report, usually consisting of well-defined divisions such as chapters or their equivalents

3. The <u>reference matter,</u> composed of
   (a) Bibliography
   (b) Appendix
   (c) Index

I - CHAPTER (OR SECTION) TITLE

Center Heading

This page represents the recommended form for the first page of a chapter for a standard formal report. A Roman numeral designation (I, II, III, etc.) followed by the CHAPTER HEADING, typed in capital letters, are centered two inches from the top of the page and underlined. The numerical designation and heading are separated by a hyphen. If the heading, including the numerical designation, is more than 60 spaces in length, it should be separated into two or more lines which are single-spaced and arranged in inverted pyramid form. The Center Heading is three spaces below the CHAPTER TITLE, i.e., typing begins on the third line, and is underscored as shown. Three spaces are allowed between the Center Heading and the context, i.e., typing begins on the third line. Paragraphs are indented five spaces. All straight text must be double-spaced.

Marginal Heading

This heading, placed flush with the left-hand margin two spaces below the last line preceding is underscored. The underscoring style to be used is a continuous unbroken line under all words and spaces. The initial words of the marginal heading have capitals on the first letter of the word as shown above.

Paragraph heading. This heading is indented five spaces, placed two spaces below the last line of the text of the preceding paragraph, has underscoring extending under punction, and only the first letter of the first word is capitalized. The paragraph material continues after the period. Headings

may be thought of as being parallel to the outline of the report and used as follows:

CHAPTER or SECTION headings: major areas of the formal report,

Center Headings: major topics within each chapter.

Marginal Headings: minor topics related to each major topic.

Paragraph headings: subdivisions of the minor topics.

Guidelines for Organization of Manuscripts and Reports

Order of Arrangement

The various parts of the formal report should be arranged in the following sequence, even though one or more parts are omitted:

1. Cover
2. Title Page
3. Preface, acknowlegments, foreword or letter of transmittal
4. Table of contents
5. List of tables
6. List of illustrations or figures
7. Summary or synopsis
8. Introduction
9. Main body or text
10. Conclusions and recommendations
    (Parts 8-10 are the main divisions of the report, such as chapters, sections, parts, or topics; subdivisions; and footnotes)
11. Bibliography
12. Appendix (The order of Appendix and Bibliography may be reversed.)
13. Index

Spacing regulations. The general margins should be one inch at the top, bottom, and right-hand side. One-and-a-half inches are allowed at the left-hand margin for binding; if the report is to be bound at the top, leave a $1\frac{1}{2}$ inch margin at the top. Two-inch top margins are left on the Chapter Title pages, the Preface, Table of Contents, List of Tables, List of Figures or Illustrations, Appendix, Bibliography and Index.

Page-numbering. Number each page of the report except the title page and the first page of the Introduction. Use the following plan:

1. For the preliminary pages (1-7 under Parts of the Report) use small Roman numerals (ii, iii, iv, etc.). Center the number one inch from the bottom of the page. Begin numbering ii; the title page is i, but no number is typed on it. Do not put periods after the numbers.

2. For the pages of the rest of the report (8-13 under Order of Arrangement), use Arabic numerals in the upper right-hand corner of the pages and space one inch from the top and side. Two spaces should be left between the page number and the first line of typing. A number allowed for the first page of each chapter is centered at one inch from the bottom of the page.

Citations. Citations, if in excess of five lines, formulas, tabulations, footnotes, and enumerations appearing in context may be single-spaced. Double spaces should be used between items if there are several. Single-spaced citations should be indented five spaces from each margin, and quotation marks omitted. An example follows:

> The residence portion of it (Chicago in 1846) was mainly between Randolph and Madison Streets, and there were some scattered houses as far south as Van Buren Street on the South Side, four or five blocks north of the river on the North Side, with scattering residences about as far on the West Side.

Footnotes. As implied by the name, footnotes should be placed at the foot of the page on which reference is made to them. They should be set off from the last line of the text by a horizontal line $1\frac{1}{2}$ inches long. This line is typed by using the underline key. It should be single-spaced below the text and double-spaced above the footnotes, thus placing it midway between the bottom line of the text and the first line of the footnotes. Proper spacing, ruling, and indentation may be observed in the footnote below.[1] On pages where the text does not extend to the bottom of the page,

---

[1]A short rule for proper placement of footnotes would be to single-space within the footnote, but double-space between them.

footnotes should rest on the lower margin. A blank space would then appear between the ending of the text and the beginning of the footnote. The first line of each footnote is indented the same number of spaces as the paragraph. The reference number should be placed one-half space above the first line without punctuation or space between it and the first word of the footnote. Succeeding lines of the same footnote begin at the left margin and should be single-spaced.

A footnote should be complete on one page. Do not carry forward from one page to the next. It is up to the typist to determine how many blank spaces should be left at the bottom of the page in order to type in the necessary number of footnotes. For example, if two footnotes of two lines each are required, allow seven lines and start typing on the eighth line. Footnotes should be numbered consecutively on each page beginning with Arabic numberal 1.

Source footnotes may fall into either of two categories: (1) the initial reference to a work and (2) second and subsequent references to a work. Treatment of the latter consists of a discussion of the uses of ibid., op. cit., and loc. cit. In order to avoid unnecessary length in footnotes and repetition of detail work previously cited in full, a shortened form may be used. If the footnotes are consecutive, without any intervening reference, the complete previous source note may be referred to again by the use of the abbreviation ibid. Since ibid means "in the same place," it cannot be used to refer to different works by the same author. Following is an example of the use of the word ibid:

^{3}Ibid. (last previous source identical)

^{3}Ibid., pp. 59-70. (identical source, but different pages)

Ibid. is capitalized only when it begins a line.

Op. cit., which means "in the work cited," is used with nonconsecutive footnotes that refer to the same work but different pages. The author's surname must be repeated, but the abbreviation op. cit. may stand for the unchanged portion of the first reference. If two authors have the same surname, then their initials must also be used.

[33]Baldwin, op. cit., p. 190.

Loc. cit. means "in the place cited," and is used with nonconsecutive footnotes that refer to the same work and the same page or pages. The author's surname is repeated, but the abbreviation loc. cit. is used rather than repeating the information that follows the author's name.

[33]Baldwin, loc. cit.

When more than one work by the same author has been previously referred to, both the author's last name and the title of the work being referred to (in shortened form if desirable) should precede op. cit. or loc. cit.

[34]Wanous and Erickson, The Secretary's Book, op. cit., p. 22.

Abbreviations in footnotes. Abbreviations and some Latin words may be used freely in footnotes and to some extent in the body of the text, but these should be used sparingly, if at all in the bibliography. The free use of abbreviations in footnotes is particulary advantageous since they save space and printing expense. Caution should be exercised, however, to avoid over-use of jargon exemplified by Latin words and abbreviations.

An abbreviation appearing at the beginning of a footnote should be capitalized. Also, such abbreviations as Vol., Bk., and No., even though they do not appear at the beginning of a footnote, should be capitalized if followed by Roman numerals, e.g., Vol. II. Abbreviations other than those noted in the foregoing should not be capitalized.

[Proper form for reference footnotes - books, reports, articles*]

One author

[1]Daniel Aaron, Men of Good Hope: A Story of American Progressives (New York: Oxford University Press, 1951), p. 38.

Two authors

[2]Ruth I. Baldwin and John R. Clark, Arithmetic for Young America (Yonkers-on-Hudson, N. Y.: World Book Co., 1944), p. 11.

Three authors

[3]Joseph P. Chamberlain, Noel T. Dowling, and Paul R. Hayes, The Judicial Function in Federal Administrative Agencies (New York: Commonwealth Fund, 1942), p. 97.

More than three authors

[4]G. M. Dutcher et al. [or G. M. Dutcher and Others], Guide to Historical Literature (New York: Macmillan Co., 1931), p. 50.

No author given

[5]The Lottery (London: J. Watts, [1732]), pp. 20-25. An alternate method uses "Anon." before the title.

No author given; name supplied

[6][Henry Z. Blank], "Art for Its Own Sake," Magazine of New Art, XXX (January, 1912), 85-90.

Pseudonymous author; real name supplied

[7]Helen Delay [Willa Cather], "Out of Their Pulpits," The Library, I, No. 6 (April 14, 1900), 20.

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*The center headings on the sheets indicating proper form for reference footnotes, are inserted for explanation of the type of reference entries. They are not to be included in the reference itself.

[Proper form for reference footnotes]

Editor of a collection

[8]J. N. D. Anderson (ed.), The World's Religions (London: Inter-Varsity Fellowship, 1950), p. 143.

Translator of original work [same form used for editor of an original work]

[9]Karl Barth, The Doctrine of the Word of God, trans. G. T. Thompson (New York: Charles Scribner's Sons, 1936), p. 80.

Edition

[10]Sir Alan Gardiner, Egyptian Grammar (2d ed. rev.; London: Oxford University Press, 1950), p. 250

Series--book and monograph

[11]G. K. Chesterton, Robert Browning ("English Men of Letters"; New York: Macmillan Co., 1910), p. 56.

[12]Virgil K. Whittaker, The Religious Basis of Spenser's Thought ("Stanford University Publications: Language and Literature," Vol. VII, No. 3; Stanford, Calif.: Stanford University Press, 1950), p. 36.

Work of several volumes under one title and edited by one person, with each volume under a separate title and by a different author

[13]J. H. Latane, America as a World Power, 1897-1907, Vol. XXV of The American Nation: A History, ed. A. B. Hart (28 vols.; New York: Harper & Bros., 1904-18), p. 220.

Work of several volumes under one general title, with each volume under a separate title

[14]T. C. Chamberline and R. D. Salisbury, Geology, Vol. I: Geologic Processes and Their Results (2d ed. rev.; New York: Henry Holt & Co., 1906), p. 155.

[Proper form for reference footnotes]

Component part by one author in a collection edited by others

15Archibald MacMechan, "Thoreau," Cambridge History of American Literature, ed. William P. Trent, John Erskine, Stuart P. Sherman, and Carl Van Doren (New York: Macmillan Co., 1931), II, Part II, 12.

Privately printed work

16Marcel J. DeMeirleir, Manufactural Occupance in the West Central Area of Chicago, Department of Georgraphy Research Paper No. 11, University of Chicago (Chicago: By the author, 1950), p. 11.

Report--no author given

17Annual Report of the Board of Regents of the Smithsonian Institution for the Year Ending June 30, 1932 (Washington: U.S. Government Printing Office, 1933), p. 20.

Report--author given

18James W. Angell, Financial Foreign Policy of the United States, A Report to the Second International Studies Conference on the State and Economic Life, London, May 29 to June 2, 1933, Prepared by the American Committee Appointed by the Council on Foreign Relations (New York: The Conference, 1933), pp. 5-7.

Report--association the author

19American Medical Association, Medical Relations under Workmen's Compensation, A Report Prepared by the Bureau of Medical Economics (Chicago: American Medical Association, 1933), p. 3.

Article in a yearbook

20G. M. Wilson, "A Survey of the Social and Business Use of Arithmetic," Second Report of the Committee on Minimal Essentials in Elementary-School Subjects, Sixteenth Yearbook of the National Society for the Study of Education, Part I (Bloomington, Ill.: Public School Publishing Co., 1917), pp. 20-22.

Proceedings

21Industrial Relations Research Association, Proceedings of Third Annual Meeting (Madison, Wis., 1951), pp. 140-83.

[Proper form for reference footnotes]

Article in a journal--author given

[22] L. A. Weissberger, "Macchiavelli and Tudor England," Journal of Political Economy, XLII (February, 1927), 589.

Article in a periodical--no author given

[23] "Schooling for a Speaker," Time, June 14, 1954, p. 54.

Book review

[24] Henry D. Aiken, Review of The Moral Nature of Man, by A. Campbell Garnett, Ethics, LXIII (January, 1953), 140-42.

U.S. Documents

[25] U. S., Congress, House, Committee on Interstate and Foreign Commerce, National Foundation Act of 1949, 81st Cong., 1st Sess., 1949, H. R. 796 to accompany H.R. 4846, p. 9.

Public documents bearing names of personal authors

[26] U. S., Bureau of Labor Statistics, in cooperation with the American Library Association, Economic Status of Library Personnel, 1949, prepared by Lily Mary David (Chicago: American Library Association, 1950), p. 48.

Legal citations

[27] Illinois, Revised Statutes (1949), c. 20, sec. 4
[The date of a Constitution is indicated ordinarily only when it is not the one in force.]

Newspapers

[28] Chicago Tribune, March 17, 1954, p. 14. [Name of city underlined because it is part of the title. Ordinarily page number should be given when reference is to a large paper.]

Manuscript Collections

[29] Decimal files, Department of State, Washington, 741.9411/76, Wright to Long, Apr. 29, 1921.

[Proper form for reference footnotes]

Letters, reports, minutes, etc., in private files

[30]Letter from Hon. T. E. Murphy, Secretary, State of Rhode Island and Providence Plantations State Public Welfare Commission, Providence, R. I., June 21, 1933.

[31]Final Report to the Chairman of the English Department by the Committee Appointed to Study the Undergraduate Curriculum, Everyman's College, November 10, 1940 (in the files of the Department).

[32]Minutes of the Annual Meeting, June 5, 1893, Society for the Betterment of Working Conditions of Domestic Help, New World City, Mass. (in the files of the Society).

[33]Survey of the Immediate Relief Situation in Illinois, Prepared by the American Association of Social Workers (School of Social Service Administration, University of Chicago, July, 1936), p. 6 (Mimeographed.)

[34]Ethel Miles, "Girls' Reading Interest," Paper read before the meeting of the Scarsdale Library Club, Scarsdale, New York, March 26, 1937.

Theses and dissertations

[35]Helen Margaret Reynolds, "University Library Buildings in the United States, 1890-1939" (unpublished Master's dissertation, Library School, University of Illinois, 1946), p. 48.

Interviews

[36]Interview with the Director of Promotion, May 4, 1954.

Citation taken from a secondary source

[37]Jesuit Relations and Allied Documents, Vol. LIX, n. 41, quoted in [or "cited by"] Archer Butler Hulbert, Portage Paths (Cleveland: Arthur H. Clark, 1903), p. 181.

Commonly used abbreviations which have been Anglicized, though based on Latin words or derived from English words, are listed below.

ABBREVIATIONS SING.	PLURAL	WORDS	MEANINGS AND COMMENTS
art.	arts.	article(s)	
bk.	bks.	book(s)	If Roman numerals follow this abbreviation, it should be capitalized, e.g., Bk. II; if Arabic numerals follow, the abbreviation is not capitalized, e.g., bk. 2.
bull.		bulletin	
cop.		copyrighted	e.g., cop. 1920
chap.		chapter	
cf.		compare	
chap.	chaps.	chapter(s)	
col.	cols.	column(s)	
diss.		dissertation	
ed.	eds.	edition(s)	e.g., 2d ed.
ed.	eds.	editor(s)	or, edited by
e.g.		exempli gratia	for example
f.	ff.		and following page(s), e.g., pp. 5f means page 5 and the following page; pp. 5 ff. means page 5 and following pages
fig.		figure(s)	e.g., fig. 2 or Fig. II
i.e.		id est	that is
illus.		illustrated	or, illustration
l.		line(s)	
MS	MSS	manuscript(s)	may be written ms. or mss.
n.		footnote(s)	e.g., "see n. 5" means to refer to footnote number 5

ABBREVIATIONS SING.	PLURAL	WORDS	MEANINGS AND COMMENTS
n.b.		nota bene	note well; take notice
n.d.		no date	
no.	nos.	number(s)	
n.p.		no place	used in bibliography
N.S.		new series	
p.	pp.	page(s)	
par.	pars.	paragraph(s)	
proc.		proceedings	
pt.	pts.	part(s)	e.g., pt. 5 or Pts. V, VI
q.v.		quod vide	which see; reference is made to it
rev.		revise	or, revised, or revision
sec.	secs.	section(s)	
trans.		translated	or, translation, or translator
vol.	vols.	volume(s)	e.g., vol. 4, or Vol. IV or 6 vols.

Symbols are usually reserved for indexing footnotes for tabular or algebraic material. The sequence of symbol indexes is as follows: Asterisk or star (*), dagger (†), double dagger (‡), section mark (§), parallels (‖), and paragraph mark (¶). Each of these may be doubled for additional sequence.

Commonly used Latin abbreviations and Latin words are listed on the following page.

ABBREVIATIONS	WORDS	MEANINGS AND COMMENTS
[None]	ante	before
ca.	circa	about (used with dates, e.g., ca. 1906)
et al.	et alibi	and elsewhere
et al.	et alii	and others
et seq.	et sequens	and the following
ibid.	ibidem	in the same place; from the same work
id.	idem	the same; the same as that mentioned above
[None]	infra	below (should not be substituted for ibid. or op. cit.)
loc. cit.	loco citato	in the place cited; in the passage last referred to
op. cit.	opere citato	in the work cited
[None]	passim	everywhere; all through, here and there
"	post	after
"	sic	thus (inserted in brackets within a quotation and after a quoted work or words to indicate that the preceding expression, strange or incorrect as it may seem, is exactly quoted)
s.v.	sub verbo	under the word or heading above
[None]	supra	above (should not be used in place of ibid. or op. cit.)
vid.	vide	see
viz.	videlicet	namely, to wit

Enumerations. Numbers or letters used in enumerating items in text should be enclosed in parentheses:

> The reasons for his resignation were three: (1) advanced age, (2) failing health, (3) a desire to travel.

When each item in an enumeration begins a new line or paragraph, one of the following should be used:

1.
(1)
or
(a)

For an enumeration without subdivisions, Arabic numerals followed by periods are preferred; the periods are always aligned:

8. Purchase of supplies.
9. Operation of physical plant.
10. Reduction in cost of collecting school funds.

For an outline or other enumeration having several subdivisions, the following scheme of notation and indentation should be used:

I. Under the head of

A. Under . . .

1. Under . . .

(a) Under . . .

(1) Under . . .

a) Under . . .

(i) Under . . .

(ii) Under . . .

II. Under the head of . . .

A. Under . . .

1. Under . . .

(a) Under . . .

Abbreviations. In general, no abbreviations should be used in the text. Spell out all titles (except Mr., Messrs., Mrs., and their foreign equivalents, Dr., St., Rev., Hon. preceding personal names and Esq., Sr., and Jr. following names); names of states and months; expressions of dimension, weight, measure,

distance; the words "chapter," "page," "column," "line," "volume," etc.; the words "Company" and "Brother," even when forming part of the name of a commercial firm. (But note that in footnotes, bibliography, and tables, abbreviations are not only permissible but preferred.)

Ellipsis. For omissions within a sentence three spaced periods (spaces before and after as well as between) should be used:

> "What we require to be taught . . . is to be our own teachers."

If there is punctuation preceding the ellipsis, the mark is put immediately next to the word:

> "If we care to give the name of mystical to the thought of what is beyond all experience, . . . it is not worthwhile objecting to the expression."

If a new sentence follows an ellipsis, a sentence period should precede the ellipsis whether it was in the original or not:

> "Our only test . . . is what is actually desired. . . . He has attempted to establish the identity of the good with the desired."

Interpolations. Any interpolation into a quotation made by the writer of the paper must be placed between square brackets [ ]. Parentheses may not be substituted; if the typewriter has no brackets, they must be inserted in ink. Sic (Latin, "so"; always underlined) is a common interpolation used to assure the reader that the faulty spelling or faulty logic was in the original.

> "When the fog lifted, they were delighted to see that the country was heavily timbered and emmence [sic] numbers of fowl flying in every direction."

ACADEMIC DEGREES AND THEIR ABBREVIATIONS

A.A.	Associate in Art
A.S.	Associate in Science
B.A. or A.B.	Bachelor of Arts
B.B.A.	Bachelor of Business Administration
B.C.	Bachelor of Chemistry
B.C.E.	Bachelor of Civil or of Chemical Engineering
B.C.L.	Bachelor of Civil Law
B.E.	Bachelor of Education
B.LL.	Bachelor of Laws
B.L.S.	Bachelor of Library Science
B.M.E.	Bachelor of Mechanical or of Mining Engineering
B.Mus.	Bachelor of Music
Ph.B.	Bachelor of Philosophy
B.S.	Bachelor of Science
M.A. or A.M.	Master of Arts
M.B.A.	Master of Business Administration
M.C.E.	Master of Civil Engineering
Ed.M.	Master of Education
M.S.L.S.	Master of Library Science
M.S.	Master of Science
D.B.A.	Doctor of Business Administration
D.C.L.	Doctor of Civil Laws
D.D.S.	Doctor of Dental Surgery
D.D.	Doctor of Divinity
Ed.D.	Doctor of Education
Eng.D.	Doctor of Engineering
LL.D.	Doctor of Laws
Litt.D.	Doctor of Letters
M.D.	Doctor of Medicine
Mus.D. or Mus.Doc.	Doctor of Music
Ph.D.	Doctor of Philosophy

Capitalization. Following are some rules and regulations on capitalization, including terminology common to the academic field.

1. Such words as freshman, sophomore, college, high school, club, society, city, lake, river, park, building, street, highway, county, and railroad are not capitalized unless they are essential parts of proper names.

   a) a freshman in college, large city, tall building

2. Mere direction is not capitalized.

   a) turning south, flying north, eastern breezes.

3. Names of the seasons are usually not capitalized.

   a) winter session, spring semester, fall schedule, summer program

4. Course names are usually not capitalized unless derived from a proper name or followed by a number.

   a) mathematics, history, home economics, chemistry

5. Words denoting family relationship preceded by a possessive and ordinary titles following a name are usually not capitalized.

   a) my father, Mary, his cousin; William Smith, the president of Brown College; Dr. Miller, dean

Summary

1. a junior or a senior	the Junior-Senior Banquet
2. a college, in high school	Boston College, Cisco High School
3. each club, the society	French Club, Royal Society
4. wide lake, in the river	Lake Erie, Keuka Lake, Ohio River
5. a building, the library	Mercantile Building, Wren Library
6. busy street, new highway	on Pacific Street, Highway 67
7. each city in the county	Kansas City, Knox County
8. to the east, an eastern voyage	in the East, an Eastern rite, an Easterner
9. winter, spring, summer	December, May, August
10. language, history	English, History 151
11. my uncle, his father	Uncle Tom, an argument with Father
12. president of the First National Bank	President of the United States

Facing pages. Some reports require information that is placed on the opposite side of a page. An example of this (see facing page) is given here. When a report is bound, all facing pages would be punched on the right margin; therefore, allow a one-and-a-half inch margin on the right.

Expression of numbers. Following are some examples and rules for the common usage of numbers within the context of a report:

1. As a general rule, spell out numbers ten and under; numbers above ten are written in figures. Also spell out indefinite amounts.

   (a) six or seven chairs — 90 orders
   15 days — about a thousand dollars

2. Always spell out a number if it begins a sentence. If the number is large and cannot be conveniently expressed in words, rearrange the sentence.

   (a) Thirty-six applications were received.
   The attendance at the baseball game was 11,346.

3. When two numbers immediately follow one another, spell out one number and write the other in figures.

   (a) 12 six-inch pipes — twelve 6-inch pipes

4. Use figures to express a series of numbers within the same sentence. When numbers qualify items in a series, follow one plan consistently.

   (a) Mr. E. J. Walters reported the sale of 48 new cars, 228 used cars, and 17 trucks.

   (b) Three boys and seven women were present.

5. To avoid the use of many ciphers, "billion," "million," and sometimes "thousand" may be spelled out after a number. Note that "hundred" is not spelled out after a number.

   (a) $15 billion 7.3 million 9-2/3 millions

6. Use figures in date lines for regular correspondence.

   (a) December 15, 1966

7. In the text of a letter or report, dates are expressed in figures.

   (a) The report of January 15, 1966, has been filed.

   (b) All invoices dated June 1 should be discounted today.

8. In legal work the date may be written in full or with the ordinal ending.

   (a) WITNESSETH this tenth day of June, Nineteen Hundred Fifty-nine.

   (b) WITNESSETH this 10th day of November, 19__

9. Ordinal endings d, st, and th are used only when the name of the month is omitted or when the day of the month precedes the name of the month.

   (a) 3d or third
   21st of May

10. Spell out all street names from one to ten inclusive, and write in figures any street name above ten.

   (a) 4830 South Third Street
   5962-A North First Street
   1349--15th Avenue NW
   716 East 49 Place

11. House numbers and business numbers are expressed in figures, except in the case of ONE.

   (a) 9 Ridgeway Park
   One Regent Street

12. Sums of money are expressed in figures; even sums are written without the decimal point and the ciphers.

   (a) $7.33 90 cents not .90 $10

13. In tabulations, memorandums, and interoffice forms, the following styles are permissible:

   (a) 90¢ $.90 $0.90 $1.00

14. Percentages, when used in the text, should be expressed as:

   (a) We will allow six percent discount

   (b) In tabulation the percent sign is used, i.e., 5%

15. Use figures for measures, dimensions, temperature readings, election returns, and chemical terms:

   (a) 36 bushels 48° or 48 degrees
   6 lb. 4 oz. 947 majority
   5 ft. 9 in. H_2O
   9' x 12' or 9 by 12 feet

16. Express in figures numbers that follow such words as chapter, volume, page, floor, apartment, etc. In the body of a reference, page is written in lower case.

   (a) Refer to Chapter IV, page 61 Volume XII
   Look at Apartment 1606 Sixth Floor

Explanation of Bibliography

A formal bibliography should be placed at the end of the report. An alphabetical listing of references by author is preferred. When there are several references by the same author, they should be listed either chronologically (as in the case of yearbooks) or alphabetically according to title. The articles a, an, and the are disregarded in alphabetizing. It is not necessary to number the items in a bibliography.

The word BIBLIOGRAPHY should be typewritten two inches from the top edge of the page. The first entry will begin on the third line below the heading. If classification of references seems desirable, it is usually sufficient to list book references first, followed by journal articles. In addition to books, book references may include monographs, phamphlets, items from composite works, encyclopedia articles, etc. If the number and variety of bibliographical references are fewer than 25 or 30, a single inclusive alphabetical list should suffice.

Two types of bibliographies are presented on the following pages. The first is a one-page sample form listing only books, and the others show the proper form for individual items such as magazine articles, pamphlets book chapters, etc., and the correct placement of authors' names, page reference, and punctuation.

[Sample]

BIBLIOGRAPHY

Aaron, Daniel. Men of Good Hope: A Story of American Progressives. New York: Oxford University Press, 1951.

Adams, Herbert Baxter. Bluntschli's Life-Work. Baltimore: Privately printed, 1884.

Adams, Joseph Quincy (ed.). Chief Pre-Shakespearean Dramas. Boston: Houghton Mifflin Co., 1924.

Anderson, J. D. (ed.). The World's Religions. London: Inter-Varsity Fellowship, 1950.

Aristotle. Constitution of Athens and Related Texts. Translated with an introduction and notes by Kurt von Fritz and Ernst Kapp. (Hafner Publishing Co., 1950.

Chamberlain, Joseph P., Dowling, Noel T., and Hayes, Paul R. The Judicial Function in Federal Administrative Agencies.

Chamberlin, T. C., and Salisbury, R. D. Geology. Vol. I: Geologic Processes and Their Results. 2d ed. revised. New York: Henry Holt & Co., 1906.

Chesterton, G. K. Robert Browning. "English Men of Letters." New York and London: Macmillan Co., 1903.

Cole, G. D. H. Self-Government in Industry. 5th ed. revised. London: G. Bell & Co., Ltd., 1920.

Dutcher, G. M., et al. [Or Dutcher, G. M., and Others] Guide to Historical Literature. New York: Macmillan Co., 1931.

[Proper bibliographical form for individual items]

BIBLIOGRAPHY

Whole book, single author[1]

Cubberley, Ellwood P. State School Administration. Boston: Houghton Mifflin Company, 1927. 792 p.

Whole book, two or three authors, named

Clapp, Frank L., Chase, Wayland L., and Merriman, Curtis. Introduction to Education. Boston: Ginn and Company, 1929. XIX, 569 p.

Whole book, more than three authors, only first named

Updegraff, Ruth, and others. Practices in Preschool Education. New York: McGraw-Hill Book Company, 1938. 408 p.

Whole book, author, a committee or association

National Education Association, Educational Policies Commission. The Purposes of Education in American Democracy. Washington, D. C.: the Association, 1938. 154 p. (Note: Author entry could be: Educational Policies Commission, National Education Association, if the part of the parent organization is a separate organization. The pattern set by the Education Index may be used as a guide for this decision.)

Whole book anonymous

Out of Their Own Mouths: Utterances of German Rulers, Statesmen, Servants, Publicists, Journalists, Poets, Businessmen, Party Leaders, and Soldiers. New York: D. Appleton and Company, 1917. XXVII, 254 p.

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[1]The center headings on these sheets are inserted for explanation of the type of bibliographical entries. They are not to be included in the bibliography of the research report.

[Proper bibliographical form for individual items]

Whole book, author and editor

Everett, Samuel, Editor. The Community School. Society for Curriculum Study, Committee on the Community School. New York: D. Appleton-Century Company, 1938. 487 p.

Whole book, supplementary information necessary

Health Protection for the Pre-school Child. Section IC of Medical Service, White House Conference on Child Health and Protection. New York: The Century Company, 1931. 275 p.

Woody, Thomas. History of Women's Education in the United States. Science and Education Series, Volume IV, Books 1-2. New York: Science Press, 1929. 1029 p.

Chapter in a book, title given

Prescott, Daniel A. "Personal Problems in Education." Chapter XVI. (Optional) Emotion and the Educative Process. Washington, D. C.: American Council on Education, 1938. p. 252-81.

Chapter in a book, title not given

Prescott, Daniel A. Emotion and the Educative Process. Washington, D. C. : American Council on Education, 1938. p. 252-81

Yearbook, all

American Association of School Administrators, Youth Education Today. Sixteenth Yearbook, Washington, D. C.: the Association, 1938. 509 p.

Yearbook, a part or chapter

National Society for the Study of Education. "The Use of Classroom Tests." Guidance in Educational Institutions. Thirty-Seventh Yearbook, Part I. Bloomington, Illinois: Public School Publishing Company, 1938. p. 37-12.

[Proper bibliographical form for individual items]

Encyclopedia article

"Orange, History of." Encyclopedia Britannica. Fourteenth Edition. Volume 16. New York: Encyclopedia Britannica, 1929. p. 836-37.

Bulletin

Dodds, B. L. That All May Learn. Bulletin of the National Association of Secondary-School Principals, National Education Association, Volume XXIII, Number 85, November, 1939. Chicago: the Association, 1939. 235 p. (Note: Inasmuch as this entry is not treated as a serial publication, the volume and issue numbers, and month and year are used as explanatory materials as they appear on the title page of the publication.)

Thesis or dissertation, unpublished

Landers, Frederick W. Pewter as a Medium in Industrial Arts Education and Leisure Time Activities. [Unpublished thesis. (Optional)] New York: New York University, 1937. 264 p. Typewritten

Pamphlet, mimeographed

Traxler, Arthur E. Summary and Selected Bibliography of Research Relating to the Diagnosis and Teaching of Reading, 1930-1937. New York: Educational Records Bureau, 1937. p. 60.

Magazine article, author given

Douglas, Mary P. "Patterns in Elementary School Library Service." Educational Method. 19:177-83, December, 1939.

Magazine article, author not given

"Intelligence Testing Today." Child Study, 17:46-50, February, 1940.

[Proper bibliographical form for individual items]

Thesis or dissertation, published

Taylor, R. B. Principles of School-Supply Management. Teachers College Contributions to Education, No. 228. New York: Bureau of Publications, Teachers College, Columbia University, 1926. 272 p.

Newspaper article

"Public Education Association Seeks Establishment of Nursery Schools." New York Times, March 1, 1939, Column 7, p. 11. (Evening Edition).

Test

Cooperative Plane Geometry Test: Form 1936. New York: Cooperative Test Service, 1936, 10 p.

Film

The Story of Steel. 16mm film, sound, color, 11 minutes. 25 W. Forty-third St., New York: Teaching Films Custodians, 1946.

Chart

The Exide Battery. Chart, 32 by 48 inches, color. Darien, Connecticut: The Exide Battery Corporation, no date.

III - REFERENCE MATTER

III - REFERENCE MATTER

The last section of a report consists of reference matter which includes the bibliography, appendix and index. An appendix, while not always essential, is considered an integral part of the report. An index is generally included if the report is lengthy and detailed. For a short report, the table of contents will usually suffice for reference. The writer will decide whether the report calls for the inclusion of the appendix and index.

Explanation of Appendix

When an appendix is to be used, it will follow the bibliography, or it may include the bibliography as one of its parts; this decision is up to the author. A page labeled Appendix is frequently inserted ahead of the first item. This page may contain a list of the parts of the appendix, although it is not essential as the items have already been included in the table of contents.

Allow a two-inch margin from the top of the page for the heading APPENDIX to be typed in all capitals. Allow six spaces below the heading and begin the description of the appendix.

[Sample]

APPENDIX A

The following pages contain a copy of the questionnaire used to gather data on Instruction and Control Practices in Los Angeles.

The questionnaire was used to obtain information by mail and by interview.

Explanation of Index

The Index is an alphabetical list of names, subjects, etc., together with page numbers, placed at the end of the report. Not all reports need to include an Index. If the report is not lengthy or detailed, the table of contents will usually suffice as a guide reference.

As noted in the sample, the index is set up in two columns, single-spaced for items within each letter and double-spaced between letter separations. The first letter of the main item is capitalized, and the specifics within the category are indented two spaces with no capitalization used. If more than one page is listed for reference and they are consecutive pages, the first and last page number is given, using a hyphen to separate the numbers. If more than one page is given and they are not consecutive, a comma is used to separate them.

Allow a two-inch margin at the top of the first page of the INDEX for the heading, using all caps. The succeeding pages of the Index do not require a heading, and the usual one-inch margin at the top of the page is used.

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